



POLICE DEPARTMENT
PART-TIME RECOVERY COACH

Unit: Non-union

Reporting to: Health & Recovery Coordinator

Wages: \$21.00 per hour starting wage

Hours: up to 16 hrs/week; flexible, requires minimum day and evening hours; primarily Monday through Friday, some weekends as needed

Location: Public Safety Building

Application Deadline: Open Until Filled

DEFINITION

The Recovery Coach is responsible for providing the citizens of Wilmington with substance use related services, supports, resources, and interventions on a rolling basis in a peer capacity. Position will seek to support individuals and/or families struggling with substance use based off their own lived-experiences mixed with formalized education, a peer-based model. Recovery Coach will host support meetings and other services to be accessible by residents. The Recovery Coach will partner closely with local Public Safety to support willing community members valuable with invaluable connection; collaborations will also include, but not limited to, Town Departments and other local organizations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan and/or assist with planning and executing programs designed to support and educate the community and individuals around substance use/abuse/misuse
- Follow up to overdoses in the community or from community members, create recovery plan, identify needed level-of-care, and assist in placement into treatment
- Receive and complete supportive outreach to residents impacted directly and/or indirectly by substance use or dual diagnosis; provide peer support and maintain ongoing rapport with clients and collaterals; prioritizing meeting clients where they are at and working off their time table
- Provide temporary assistance with barriers to treatment while working on long-term goals of self-sustainability
- Keep updated documentation to track progress and milestones
- At times providing services on an emergency basis
- Engage with the general public, court systems, hospitals, and treatment facilities to best assist in resource delivery and partnership
- Attend and assist with Wilmington Substance Abuse Coalition's efforts
- Host pre-established podcast in partnership with local broadcast network to provide an educational/resource/insightful podcast around substance use to the community

SUPERVISION

Received:

Under the general direction and supervision of the Health & Recovery Coordinator, employee plans and prioritizes the work independently, in accordance with standard practices and previous training, with review and consultation with supervisor. Weekly formal supervision provided by supervisor to be used for case review, case planning, etc..

Exercised:

There will be no supervision expectations.

JUDGEMENT

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transitions, and determining actions to be taken within the limits of standard or accepted practices. It is expected to pull from lived experiences while maintaining appropriate and professional boundaries with self-disclosure and joining techniques. Judgement is used in analyzing specific situations to determine appropriate actions and/or requirements, along with when a client has the right to self-determination. Stages of change will be utilized to help understand where clients are at and how to best intervene. Requires understanding, interpreting and applying federal, state, and local regulations and requirements. Requires assessing safety and putting client first unless safety is compromised. Expected to not promote or endorse any single or particular modality of achieving or maintaining sobriety, abstinence, or harm reduction around substance use.

COMPLEXITY

The work consists of the practical application of a variety of practices and techniques relating to a peer based field. The work involves the evaluation and interpretation of factors, conditions or unusual circumstances or determining methods to accomplish the desired outcomes for a client. The employee should be prepared to handle complex concerns of individuals in crisis or whom are experiencing significant challenges. Family work provides additional dynamic conditions which must be met with respect and privacy for all involved members.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly evolving with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including department practices, procedures, regulations or guidelines, therefore, must act accordingly to professionalism. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has moderate access to various confidential information, medical records, lawsuits, and client records as outlined by involvement of substances. Employee shall value confidentiality as critically important and shall not disclose private information to anyone besides the clinical supervisor, with the exception of suicidal/homicidal/child or elder abuse.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

Must have minimum of High School Diploma or equivalency; must be 18 or older. Must be a Certified Recovery Coach with associated requirements met, and minimum of 2-3 years of experience in Substance Use Disorder treatment field (can be congruent of time while meeting Recovery Coach certification requirements). Must proceed through recertification procedures as required by licensing body. If employee identifies as individual in long-term recovery, the following will hold priority: 3+ years of sobriety from all mind-altering substances (outside of prescribed psychiatric medications taken appropriately); and the following will be required: remain drug and alcohol free for duration of employment; willing to publically self-identify as being in recovery from substance use

disorder or dual diagnosis; willing to share his/her story of recovery as a form of peer support to clients and the community.

Special Requirements:

Valid Massachusetts Motor Vehicle License

Access to motor vehicle for community and individual meetings

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge:

Extensive knowledge of local, state, and federal laws, regulations, and resources relative to mental health and substance use issues. Comprehensive knowledge of local and state treatment centers/resources with positive relationships to them. Working knowledge of the criminal and juvenile justice systems.

Ability:

Ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the public; ability to make sound judgements under stressful situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner; ability to listen, observe, and empathize; ability to maintain strict confidence; ability to multi-task and prioritize tasks based on triage; ability to distribute information and receive feedback through various methods such as traditional press, social media, and public speaking; ability to keep positive relationships with local treatment centers, support groups, and outpatient care centers.

Skills:

Strong interpersonal skills. Excellent record keeping skills. Strong written and oral communication skills. Active listening skills. Proficiency with software applications commonly used by municipalities for word processes, spreadsheets, databases, and presentations; ability to learn new database skills for note keeping and records. Strong ability to judge when to self-disclose and when to ensure client is priority and not self's story.

WORK ENVIRONMENT

The work is performed primarily in the Police Department in an office-type setting as well as off-site locations and community based locations, as needed. Occasional site visits to treatment centers or visits to support clients in third-party locations are encouraged.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills:

Administrative work is in an office setting, involving sitting, with intermittent periods of stopping, walking, and standing. When in the field, work requires going into public spaces or entering individual's private residences.

Motor Skills:

Duties require motor skills such as using office equipment and at times moving objects, including but not limited to telephones, computers, handheld technology, and other office equipment.

Visual Skills:

Visual demands require routinely reading documents for client information, general understanding, and reviewing non-written materials purposes.

EOE

To Apply:

Submit resume, cover letter and completed application to:

Town Manager's Office
Attn: Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: PT Recovery Coach" in the subject. Resume, cover letter and completed employment application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.